

## **Additional Information**

### **Information on the Earlham Institute**

The Earlham Institute is a hub of life science research, training, and innovation focused on understanding the natural world through the lens of genomics.

The Institute is based on the Norwich Research Park and is one of eight institutes that receive strategic funding from the UKRI Biotechnology and Biological Science Research Council (BBSRC).

We are a vibrant, contemporary research institute, hosting one of the largest computing hardware facilities dedicated to life science research in Europe. Our aim is to ensure that biological science in the UK has access to a skill base in genomics and bioinformatics to deliver programmes leading to improved food security, advances in industrial biotechnology, and improved human health and wellbeing.

The Institute is committed to the personal development of its staff and students, offering a varied mix of courses and online programmes in career development, interpersonal skills, leadership and management, and scientific training.

We pride ourselves on being a welcoming and inclusive working environment for all. We are proud to hold a prestigious Athena Swan Bronze award, recognising the impact of our work in promoting gender equality in science, as well as being Technician Commitment signatories and part of the Stonewall Diversity Champions programme.

### **Our vision and competency framework**

We are building a future where the biology of any organism can be understood by analysing its genome. Our mission is to decode the scale and complexity of living systems so we can understand, benefit from, and protect life on Earth.

We work to promote excellence in genomics and computational bioscience, helping to develop the Norwich Research Park as a world-leading hub in bioinformatics and applied biotechnology.

- ✓ **Communication** through conveying information clearly and accurately
- ✓ **Collaboration** through teamwork and working with others
- ✓ **Technical Excellence** through continuous improvement
- ✓ **Respect** for the dignity, belief and abilities of every individual
- ✓ **Innovation** through passion for what we do
- ✓ **Improvement** through learning and empowerment
- ✓ **Leadership** that encourages, motivates and develops people to achieve

### **Summary of Terms and Conditions of employment**

All offers of employment are subject to the completion of pre-employment checks and eligibility to work in the UK. Information on different visa routes and associated fees is available here: [Check if you need a UK visa - GOV.UK](#). Please do not hesitate to contact a member of the HR Team if you have any questions.

**Location:** Earlham Institute, Norwich Research Park, Colney, Norwich, NR4 7UZ

**Pension:** All new employees are eligible to contribute to a pension scheme.

We operate a Group Personal Pension (GPP) plan which is a defined contribution scheme. The employer's contribution is 10% of your salary and employees contribute 5% of salary. Employees may, if they wish, pay higher contributions.

Life Assurance is also available and includes a Death in Service benefit which equates to three times basic annual salary. Please note that the life assurance is only available to members of the GPP. Any pre-existing health conditions may impact on any life cover payment made by the insurer.

We also operate a National Employer Savings Trust (NEST) pension scheme to fulfill Auto Enrolment obligations.

**Probation:** All appointments are subject to a probationary period. During this time, work, health, attendance and conduct will be reviewed at regular intervals by Line Managers.

**Holidays:** 25 days on appointment, rising to 28 days with service. Plus 8 Public holidays and 2.5 Privilege days. (Pro-rata for part-time employees.)

**Sickness:** It is a requirement to notify and provide evidence of incapacity during absences because of sickness. We operate an occupational sick pay scheme.

### **Additional Benefits**

**Learning and Development:** A wide range of specialist scientific training is available, alongside support for leadership and management, career development and coaching and mentoring.

**Family/Dependent Support Fund:** The Family/Dependent Support Fund provides some financial support for staff who wish to attend conferences, networking events, workshops and professional development opportunities but who have childcare or dependent responsibilities which may make this difficult.

**Parents and Carer Group (PACG):** The NBI Parents and Carers Group (PACG) was set-up to provide information and support to parents in the NBI.

PACG aims to support NBI employees with parental and caring responsibilities, specifically:

- Offer informal and friendly bi-monthly networking opportunities for all NBI employees with parental and caring responsibilities
- Act as a voice for any PACG institute related issues or challenges; ensuring all appropriate matters are taken to the relevant institute's management (e.g. Athena SWAN Chair, Inclusivity and Diversity Chair or equivalent) for discussion if appropriate
- Offer an annual family friendly celebration event to all NBI families
- Act as a signposting mechanism for help and information
- Maintain and update the PACG intranet pages

**Chestnut Nursery School at the Norwich Research Park:** On-site childcare for babies, toddlers and young children (0-5 years old) is available at the Chestnut Nursery School. The nursery also runs Holiday Clubs for children aged up to 11 years. Subject to availability, parents and carers can also book temporary childcare when visiting the Norwich Research Park. For further information, please contact [nrp@chestnut-nursery.co.uk](mailto:nrp@chestnut-nursery.co.uk).

Information about other childcare providers can be found at: <https://www.childcare.co.uk/search/All-Childcare-Services/Norfolk>

**Voluntary Employee Benefits scheme:** 'NBI Lifestyle' gives employees access to a great range of discounts on: travel bookings, high street vouchers, gift cards, cinema tickets, days out, leisure activities and day to day spending. The scheme offers something for everyone and endless ways to save online and in store.

**Employee Assistance Programme:** Employees and their families can also access wellbeing support through our Employee Assistance Programme, part of NBI Lifestyle. In addition to articles, webinars and information on many work, home and health related matters, the scheme offers a 24/7 telephone counselling service.

**Sport and recreation facilities:** The Earlham Institute provides employees and their families with access to a range of sports and recreation events and facilities, including a barbeque, swimming pool and sports hall.

**Cycle to Work Scheme:** Available via NBI Lifestyle, a Cycle to Work scheme allows employees to select a bicycle and associated safety equipment (up to £1,000 in value) from a number of local, national and on-line suppliers. An amount is then be deducted from monthly salary for a period of 12 months, allowing employees to benefit from tax advantages.

**Loan Bikes:** The institute has a limited number of bikes available for personal use for up to three months for visiting workers and students

**Catering:** We have a number of on-site catering facilities, offering hot and cold food and drinks.

**Car Park:** There is a car park for all staff and visitors on site.

### **Notice of Confidentiality**

The Institutes perform original research and generate valuable intellectual property. Consequently, we ask all staff and visitors to confirm that they will not use, or disclose, ideas or information gained that are not in the public domain without the written permission of the scientist concerned.

### **Equal Opportunities**

The Earlham Institute prides itself on being a welcoming and inclusive working environment for all. We have a diverse and multicultural scientific community, thrive on our European and international links, and welcome and support individuals from under-represented groups.

As a Disability Confident employer, we also guarantee to offer an interview to all disabled applicants who meet the essential criteria for the post.

The Institute is committed to eliminating unlawful discrimination and promoting equality and diversity, enabling all employees to achieve their individual potential in an environment characterised by dignity and mutual respect (irrespective of age, disability, gender identity or reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation). All staff share in that responsibility.



PROUD SUPPORTER OF THE  
Technician Commitment



## **Interview information**

### **Travel by car:**

The Earlham Institute is close to the A47 and B1108 Norwich-Watton Road, and to the A11 from London.

#### **From the A11:**

Stay on A11 until you reach the Thickthorn Services (A47) roundabout. At the roundabout take the 2nd exit A47 (signposted Swaffham), At the junction with B1108 branch left (signposted Norwich) and at the roundabout take 3rd exit B1108. At the next roundabout take 1st exit, signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park.

#### **From the A47 (East):**

Take the A47 Southern Bypass towards Norwich (East) until the B1108 Junction. At the junction with the B1108 branch left (signposted Norwich) and at the roundabout take 1st exit signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park

#### **From the A47 (West):**

Stay on the A47 until the junction with the B1108. At the junction with B1108 branch left (signposted Norwich) and at the roundabout take 3rd exit B1108. At the next roundabout take 1st exit, signposted Norwich, University. Go straight at the first set of traffic lights and then turn right at the second set of lights. Turn right at the next set of traffic lights and you will drive into the Norwich Research Park.

You will need to park in the numbered visitor's spaces which are located opposite the Centrum Building. To find these drive down the slope as you enter the site and the road will bend round to the right. Follow this to the end and you will see numbered spaces on your right-hand side opposite the Centrum Building. You are able to park in these spaces for up to 2 hours. If you plan on being longer than this, please inform reception as you will require a parking permit.

### **By bus:**

Local bus providers include First Norfolk and Suffolk, and KonectBus.

For up to date information about bus numbers and timetables, please visit their websites, and look for buses to the University of East Anglia (UEA), or the Norfolk and Norwich University Hospital (NNUH). Both the UEA and NNUH are a 5 to 10-minute walk from the Earlham Institute.

<http://www.konectbus.co.uk/timetables-fares/>

<https://www.firstbus.co.uk/norfolk-suffolk>

### **By train:**

Norwich Railway Station is located in central Norwich, a 10-minute walk from the city centre. The station operates trains to London and across the UK. Further information can be found at <http://www.rail.co.uk/>

### **By Air:**

Norwich International Airport is 30 minutes' drive from the Earlham Institute. The airport provides links to over 70 European and 400 international destinations via the international hubs of Schiphol and

Manchester airports. There are direct links to various UK destinations. Further information can be obtained from <https://www.norwichairport.co.uk/>.

Stansted International Airport is an hour and a half by road, or an hour by train, from the Earlham Institute. Stansted provides links to UK destinations and various European hubs for onward international connections. Further information can be obtained from <http://www.stanstedairport.com/>.

Gatwick Airport (London) has good train (via London), coach and road links to Norwich. Further information can be found at <http://www.gatwickairport.com/>.

Heathrow Airport (London) has good train (via London), coach and road links to Norwich. Further information can be found at <http://www.heathrow.com/company>.

## **Interview expenses**

What can be claimed:

<b>Rail/Coach/Bus</b>	Cost of standard class fares only
<b>Car Travel</b>	Candidates may claim 45p per mile for the first 10,000 miles in the tax year, 25p per mile for over 10,000 miles in the tax year.
<b>Air Travel</b>	We will reimburse economic flights (e.g. budget airlines where possible and reasonable). Same day flights should be used wherever possible to minimise the need for overnight stays.

Candidates should seek authorisation for any flights over £400.

## **Taxis**

Public transport should be used instead of taxis where it is reasonable to do so. Taxi fares will only be reimbursed where their use is considered cost-effective and/or the only practical form of public transport.

## **Special Requirements**

Candidates with a disability who have any special requirements (e.g. car parking, use of taxi), should contact HR at [nbi.recruitment@nbi.ac.uk](mailto:nbi.recruitment@nbi.ac.uk) as soon as possible, so that arrangements can be made in advance.

## **Accommodation**

If candidates are unable to travel to and from the interview in a single day, they should contact HR at [nbi.recruitment@nbi.ac.uk](mailto:nbi.recruitment@nbi.ac.uk).

## **Meals**

The limits below will apply to meals purchased during overnight stays, unless these are included in the hotel package. Claims for the purchase of alcoholic drinks and other additional expenses such as newspapers, internet access fees and other hotel services will not be reimbursed.

- Up to £7.50 for breakfast
- Up to £15 for lunch
- Up to £20 for dinner

## **Limits**

Claims in excess of £250 for candidates travelling within the UK will only be paid if approved by HR in advance of travelling. Claims in excess of £400 for candidates travelling from outside the UK will only be paid if approved by HR in advance of travelling.

## **Note: Status of Additional Information**

This Additional Information is non-contractual and will not in any way override the terms of any contract of employment subsequently issued to a successful candidate.